



**COUNTY OF SAN DIEGO**  
Great Government Through the General Management System – Quality, Timeliness, Value  
**DEPARTMENT OF HUMAN RESOURCES**

**CLASS SPECIFICATION**

**CLASSIFIED**

**CHILD SUPPORT PROGRAM ATTORNEY IV**  
**CHILD SUPPORT PROGRAM ATTORNEY V**

**Class No. 003923**  
**Class No. 003924**

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**■ CLASSIFICATION PURPOSE**

To plan, organize, and direct the operational activities for one of the major functions within the Department of Child Support Services; to develop and implement policies and procedures; to serve as an expert in civil litigation; and to perform related work as required.

**■ DISTINGUISHING CHARACTERISTICS**

Child Support Program Attorney IV:

Under direction, the Child Support Program Attorney IV performs complex and difficult legal work, and is responsible for supervising, directing, and overseeing the work of a major legal section or several teams of attorneys.

Child Support Program Attorney V:

This is the highest class of the series. Under direction, the Child Support Program Attorney Vs are managers responsible for several legal sections or divisions, and for handling the most difficult and sensitive legal work.

**■ FUNCTIONS**

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, directs, organizes, coordinates, and evaluates the legal activities of an assigned division of staff engaged in child support enforcement activities.
2. Serves as an expert in civil litigation for the department.
3. Formulates and implements policies, procedures, and controls.
4. Advises Director to ensure that departmental operations comply with State and Federal mandates.
5. Delegates functional activities and establishes scope of responsibility.
6. Reviews and approves production and progress reports.
7. Identifies and resolves operating problems.
8. Establishes short and long-term operational goals and objectives.
9. Reviews and prepares reports and correspondence.
10. Directs the coordination of division functions with other County departments, governmental agencies, and private industry.
11. Directs the preparation of divisional and operational reports.
12. Acts as a liaison with other public and private agencies.
13. Provides information to County departments, the public, and agency representatives on departmental activities.
14. Performs special legal studies and writes legal reports as assigned by the Director.
15. Manages or leads legal projects as assigned by the Director.
16. Supervises subordinate legal and non-legal staff.

17. Performs related work as required.
18. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

The following apply to both classes:

- Laws, regulations, codes, and ordinances related to child support enforcement programs.
- Policy and procedure development and implementation related to divisional activities within the Department of Child Support Services.
- Automated systems that support child support enforcement programs.
- Principles of supervision, as related to the performance of civil litigation work.
- County customer service objectives and strategies.

### Skills and Abilities

- Manage an assigned caseload.
- Negotiate settlements.
- Respond to Court mandated requests in a timely manner.
- Present statements of fact, law, and argument effectively, clearly, logically, orally and in writing.
- Establish and maintain effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Adhere to ethical standards.
- Solve problems under limited time constraints.
- Effectively communicate legal principles and policies to a diverse clientele.
- Operate personal computers and use computer applications.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Provide technical guidance and training to other attorneys.
- Supervise subordinate attorneys and non-legal staff in the performance of civil litigation work.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

### Child Support Program Attorney IV:

1. Five (5) years of progressive professional experience in a child support program, of which two (2) years must have been management experience in planning, directing, and coordinating activities of a section within a child support division, or in a related department and/or Agency, AND active membership in good standing with the State Bar of California, OR:
2. Two (2) years of experience as a Child Support Program Attorney III in the County of San Diego.

### Child Support Program Attorney V:

1. Seven (7) years of progressive professional experience in a child support program, of which three (3) years must have been management experience in planning, directing, and coordinating activities of a section within a child support division, or in a related department and/or Agency, AND active membership in good standing with the State Bar of California, OR:
2. Two (2) years of experience as a Child Support Program Attorney IV in the County of San Diego.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ **SPECIAL NOTES, LICENSES, OR REQUIREMENTS**

Professional Standing

Incumbents must be active members in good standing with the State Bar of California.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: October 12, 2001**  
**Revised: Spring 2003**

Child Support Program Attorney IV (Class No. 003923)  
Child Support Program Attorney V (Class No. 003924)

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Union Code: AM      Variable Entry: Y